

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. C-687

PAGE NO.

1 of 1

Howard County

Howard County						
. AGENCY Department of Planning and Zoning			DIVISION Community Planning &			
ITEM NO.	DESCRIPTION		Land Development RETENTION			
1.	GENERAL ADMINISTRATIVE CORRESPONDENCE					
	Reports, Memoranda, Newsletters, Letters, miscellaneous materials which reflect nor operations.		Screen annually. Destroy material no longer needed.			
2.	PLANNING BOARD FILES					
	Date: Files date back to 1966	Retain original file for 7				
	Contents:		years. Thereafter, screen file to determine items to			
	Petition; Property Plat; Correspondence; Petition; Certificationof Notice of Hear- cation of Posting of Property; Comments of County & State Agencies; Exhibits; Resolu Decision and Order	be microfilmed. Upon validation of microfilm, destroy paper. Retain microfilm permanently, with periodic transfer to State archives.				
3.	PRELIMINARY, SKETCH, SITE DEVELOPMENT PLA PETITION, FINAL AND FINAL DEVELOPMENT PLA					
	Date: Files date back to 1960 Contents:		Retain original file for 7 years. Thereafter, screen file to determine items to be microfilmed. Upon validation of microfilm, destroy paper. Retain microfilm permanently, with periodic transfer to State archives.			
	Application; Plans; Comments from various State Agencies; Correspondence; Planning Approved Paper Copy					
		SCHEDULE APPROVE STATE ARCHIVIST	D BY			
4/20/90 Pail & May 6/1/10 Should -						
DATE SIGNATURE		PATE	SIGNATURE			
6000	EDITIE ABBROVED BY					

DATE SIGNATURE

SCHEDULE APPROVED BY AGENCY, OR DIVISION REPRESENTATIVE

CS - 90-588

TRUCTIONS TYPE OR PRINT A PARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD LITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20784		AGENCY RECORDS INVENTURY	
GS \$10-1)				
Dept. of Planning & Zoning	and Land Development		N/A	
DEFINITION-RECORD SERIES - A GROUP		IDS NORMALLY FILE: Tention and dispos	AND USED AS A UNIT FOR	
4. RECORD SÉRIES TITLE General Correspondence File			8. EARLIEST YEAR/LATEST YEAR 11/87 to Present	
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND	
Store Requisitions Purchase Requisitions Pink and Green Carbons of Cor Time Records	rrespondence		•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE). VOLUME	
DXLETTER SIZE D MICROFILM D ALPHAB		CAL	D FILE DRAVER(S) D MICROFILM REEL(S) D COMPUTER TAPE(S)	
LEGAL SIZE D COMPUTER TAPE	MALMERICAL.			
D BOUND BOOK D FLOPPY DISK	□ CHRONOLOG	ICAL	OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	D GEOGRAPHICAL		10. ANNUAL ACCUMERATION	
D OTHER(SPECIFY)	OTHER(SPE	C(FY)	D FILE DRAWER(S) 1 D MICROFILM REEL(S) RUHEER D COMPUTER TAPE(S) U OTHER(SPECIFY)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
XXXDAILY D WEEKLY	D MONTHLY	5 C	MONTH(S) D YEAR(S)	
George Howard Building, 1st	•	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (17 YES, SPECIFY AGENCY OR OFFICE) XXXYES D NO Purchasing has requisitions. Personnel has time records.		
15. ACCESS RESTRICTIONS D YES (17 YES, CITE LAW(S) & REGULAT	S XX NO FION(S)	16. AUDIT REQUIREMENTS DXNONE D STATE D FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDED RETENTION		
Card file for pink and green of correspondence.	carbons -	Screen annual needed.	ly. Destroy material no longer	
19. NAME AND TITLE OF PREPARER Marsha McLaughlin File Retention Officer	rsha McLaughlin		21. DATE March 6, 1992	

DGS 850-4 (REVISED 2/87)

TRUCTIONS . TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTURY PARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION MEVISED RECORD SERIES. FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 2 or 3 35 550-1) JESSUP, MARYLAND 20794 1. DEFARTMENT/AGENCY 2. DIVISION Community Planning 3. UNIT and Land Development Dept. of Planning & Zoning DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REPERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE S. EARLIEST YEAR/LATEST YEAR PLANNING BOARD FILES <u>1966</u> **TO** <u>Present</u> 6. RECORD SERIES DESCRIPTION | BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/PORMS FOUND
IN THE SERIES. SINCLUDE THE PURPOSE OF FUNCTION OF THE SERIES. INCLUDE THE PURPOSE OR PUNCTION OF THE SERIES Petition Property Plat Correspondence Affidavit by Petitioner Certification of Notice of Hearing Certification of Posting of Property Comments from County and State Agencies Resolution and/or Decision and Order 7. RECORD SERIES FORMAT(S) . RECORD SERIES SEQUENCE 9. VOLUME MLETTER SIZE P MICROFILM D FILE DRAWER(S) D ALPHABETICAL D MICROFILM REEL(S) LEGAL BIZE COMPUTER TAPE DX NUMERICAL D COMPUTER TAPE(S) D OTHER (SPECIFY) D SOUND BOOK D PLOPPY DISK D CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) D OTHER(SPECIFY) D FILE DRAVER(S) D MICROFILM REEL(S) STUDENT D COMPUTER TAPE(S) D OTHER (SPECIFY) 11. FILE IS USED FILE RECOMES INACTIVE AFTER BALLY D MEDICA D MONTHLY D MONTH(S) XDXYEAR(S) NUMBER 13. CURRENT LOCATION(S) (BLDG.,FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEVIERE! (IF YES, SPECIFY AGENCY OR OFFICE) George Howard Building, 1st Floor D YES X NO 15. ACCESS RESTRICTIONS D YES PXNO 16. AUDIT REQUIREMENTS. . (IF YES, CITE LAW(S) & REGULATION(S) M NONE D STATE D PEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, EUPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTWARE) Retain original fille for 7 years. Thereafter, screen file to determine items to be micro-WYES D NO filmed. Upon validation of microfilm; destroy Card file at front counter filed paper. Retain microfilm permanently, with alphabetically by the Subdivision name. periodic transfer to State archives. 19. NAME AND TITLE OF PREPARER 20. TELEPHONE MAGER 21. DATE Marsha McLaughlin (410) 313-2350 March 6, 1992 File Retention Officer

DGS 850-4 (REVISED 2/87)

DEPARTMENT OF GENERAL SERVICES INSTRUCTIONS -- TYPE OR PRINT A AGENCY RECORDS INVENTURY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION MEVISED RECORD SERIES. FORWARD 7275 WATERLOO ROAD ATH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE __ 3 OF __ 3 GS \$50-1) JESSUP, MARYLAND 20784 1. DEFARTMENT/AGENCY 2. DIVISION Community Planning | 3. UNIT and Land Development Dept. of Planning & Zoning DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE PLAN FILES (Preliminary, Sketch, Site S. EARLIEST YEAR/LATEST YEAR Development Plan, Waiver Petition, Final and Final Develop. 6. RECORD SERIES DESCRIPTION [BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR PUNCTION OF THE SERIES Application Plats Comments from County and State Agencies Correspondence Approved Paper Copy Planning Director's Decision Planning Board Approval 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME D FILE DRAWER(S) XX LETTER SIZE D MICROFILM D ALPHABETICAL D MICROFILM REEL(S) LEGAL SIZE D COMPUTER TAPE XXXMERICAL COMPUTER TAPE(S) NUMBER D OTHER (SPECIFY) D BOUND BOOK D FLOPPY DISK D CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) D OTHER (SPECIFY) D FILE DRAWER(S) D MICROFILM REEL(S) MUNER D COMPUTER TAPE(S) D OTHER (SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER X DAILY D MONTH(S) D MEEKLY U YEAR(S) D MONTHLY 13. CURRENT LOCATION(5) (BLDG.,FLOOR,ROOM) 14. IS RECORD SERIES DUPLICATED ELSEVHERE! (IF YES, SPECIFY AGENCY OR OFFICE) George Howard Building, 1st Floor D YES DXNO 15. ACCESS RESTRICTIONS O YES 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) DINONE D STATE D PEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, EUPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTHARE) Retain original file for 7 years. Thereafter, screen file to determine items to be micro-XX YES D NO Card file at front counter filed filmed. Upon validation of microfilm, destroy paper. Retain microfilm permanently, with Iphabetically by the Subdivision name. periodic transfer to State archives. 19. NAME AND TITLE OF PREPARER TELEPHONE MINUER 21. DATE Marsha McLaughlin (410) 313-2350

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